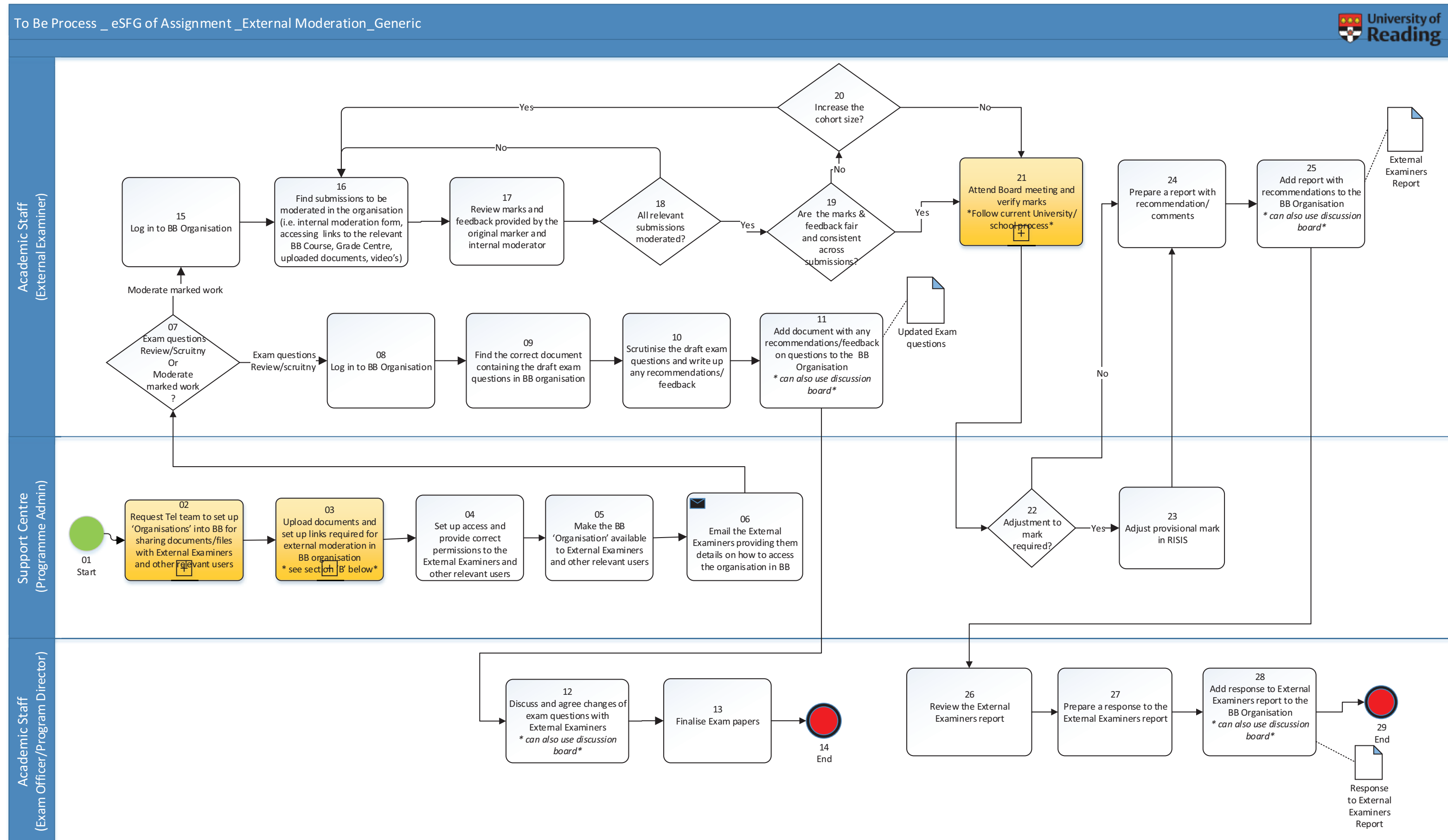


To ensure that students have a consistently positive experience, and to provide clear guidance and training for academics and professional staff, a project team has been established to review a number of existing processes across the University. This team includes academic colleagues, EMA Programme expertise, Support Centre staff and the Technology Enhanced Learning team (TEL).

As part of this work, the team have created the process map that you can see below. This outlines the recommended end to end process for external moderation. It helps to support the adoption of a consistent and effective way of providing External Examiners with easy and secure access to assessed work, relevant information and documentation to manage their role.



A. Assumptions/pre-condition
 1. Induction and selection of External Examiners has been finalised
 2. Username and password to access the university network has been provided to the External Examiners
 3. Correct permissions (i.e. Write/Read) have been set for external examiners and other relevant users to access BB Organisation and modules (Step 4 above)
 4. The internal moderation form has been saved in the BB organisation for External examiners to access, you can also add a link to the smart view for the moderated sample.

A. Assumptions/pre-condition (cont'd)
 5. Moderate marked work includes:
 • just coursework
 • just exams
 both coursework and exams.
 6. External Examiners will moderate the sample that was internally moderated (Contained in the internal moderation form) but can request to moderate all submissions and increase the sample

B. Documents/Links to include for External Examiners: *Step/Activity 3 above*
 1. Draft Exam papers
 2. Set up links to hand books
 3. Set up links to Blackboard courses to facilitate access to coursework
 4. Specs, MDF etc.
 5. Internal moderation form
 6. Help Guide (Covering board meeting agenda, board meetings dates, accounts, minutes, accommodations details etc.)
 7. Set up links to student briefcase

B. Documents/Links to include for External Examiners: *Step/Activity 3 above* (cont'd)
 8. External Examiner Report Template
 9. Module evaluations and module convenors' reports
 10. RISIS Grade definition and submodular marks report

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